



Forrestal Garage Parking Tips & Suggestions for Our Customers

Parking Committee Guidelines

The Parking Committee must act independently in hearing, considering and deciding for the Department in an impartial manner all matters regarding appeals. The committee must meet as necessary, but at least once a month, to provide for the orderly, fair and expeditious handling of all parking appeal matters. The decisions of all meetings must be recorded and retained in the official files. Decisions of appeal rendered by the committee must be by majority vote and are the final decision. To the extent possible, committee members may not vote on appeals involving immediate supervisors or direct subordinate. The committee's final decision of record must include its consideration of the employee's appeal, if submitted, to the actions taken in relation to DOE's established policies and procedures. The appeal must address the appropriateness of the action taken by the parking attendants (i.e., issuance of the ticket), as well as official comments or responses from all involved parties. Within 15 days of receiving the appeal, the committee will provide its final decision to the employee in writing, along with all related material for review. Copies of committee decisions will be distributed to the Parking Management Office for official files.

How to Submit Tips and Suggestions

The purpose of the monthly newsletter is to make our permit holders aware of certain things that occur throughout the Forrestal garage. Many of our permit holders are aware of the rules and regulations governing the garage and printing them in the newsletters help keep permit holders up to date.

As a customer driven organization, we try to communicate with our customers effectively and efficiently. The Parking Office appreciates the customer's tips and suggestions in making the garage a safe environment.

If you have any parking tips and/or suggestions, please submit them in writing to the Parking Office in Room 1G-065. Our hours of operations are from 8:00 am to 5:00 pm, Monday thru Friday. You can contact Charvonne or Gwen at 202-586-4271.

**Department of Energy
Parking Management**

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Charvonne Hill and Gwen Moten
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Room 1G-065

We are on the web!
[HTTP://MA.MBE.DOE.GOV/ADMIN/PARKINGHOME.HTM](http://MA.MBE.DOE.GOV/ADMIN/PARKINGHOME.HTM)

Summer Driving Tips

The summer months are usually set aside for traveling and a lot of people choose to drive as their choice of transportation. Here are some summer tips to follow in order to have a safe and fun trip.

Plan Ahead—Give yourself plenty of extra time. Construction zones, traffic jams, or other incidents can add delays. That extra time will help cut down on excessive speeding and tailgating.

Pay Attention—Eliminate distractions ahead of time. Be sure important items—directions and maps, sunglasses—are within easy reach. Always pull over to a safe place to use your cell phone.

Bring a Friend—It is well recognized that when driving alone, especially when sleep deprived and at night, your chances of a crash are dramatically increased.

Practice Safety—Everyone needs to be properly buckled. If traveling with children, educate yourself on child safety seats and restraints. Children age 12 and under should always be in the back seat.

Clear Your Head—Alcohol and certain drugs, both illegal and legal, severely impair your driving skills. If taking medication, be sure to read and obey the warning labels.

Keep a Safe Distance—Maintain a following distance of at least two seconds. Add an additional second for each adverse driving condition, such as bad weather or low visibility.

Watch for Signs of Fatigue—If you start feeling tired, let someone else drive. If you are driving alone, pull into a rest stop or another safe location and take a short nap or walk around for a few minutes. Stop as often as necessary. Eat light on long trips. Large, heavy meals can make you drowsy.

Note from the Garage

For those permit holders who have misplaced their authorization cards, please stop by the parking booth in the garage to see if you left it there. Calvin has stated that authorization cards are often left during permit sales. Otherwise, come to room 1G-065 for a duplicate.